How to Log In to the Coordinator Toolbox

Before You Begin: You will need the email address that will be used as your username for the Coordinator Toolbox. This is the email address you've always used in the past to log in to the annual report or the new one you recently sent to Judi to use as your favored email username. Unauthorized email addresses (one's not in our database) will not be allowed into the Toolbox. If you have questions about your username, contact **judi.deitchel@nrel.gov**.

Step 1: Go to the Clean Cities website at cleancities.energy.gov. Click on **Coordinator Toolbox** in the upper right-hand corner.

Step 2: Choose which option you would like to use to sign in. If you already have a Google or Facebook account associated with your email (username) then pick the appropriate one, and you will continue on to the Toolbox. If you do not already have a Google or Facebook account associated with your email (username), then we recommend you set up a Google account with your email. To do this, follow steps on the next pages for *Creating a Google Account*.

Creating a Google Account

1. From the Coordinator Toolbox page, click **Sign on with Google**. A Google login screen will appear.
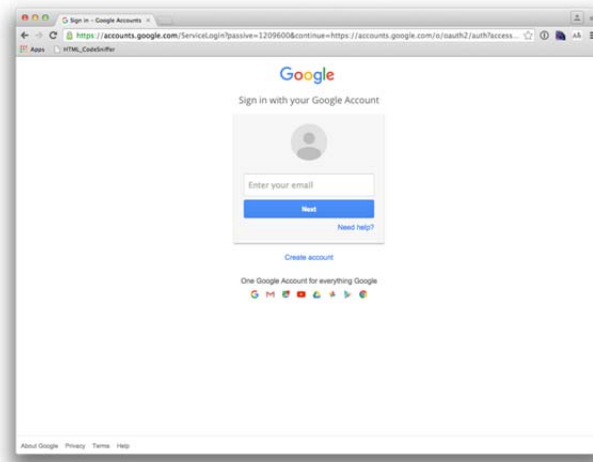
2. Type in the email username you are going to use for your account. (Remember this is the email username you've always used to sign on to your annual report or the new one you sent Judi, if you requested a change.) Click **Next**. (If for some reason you already have a Google account set up for this email, it will prompt you for a password. If you have forgotten your password, click Forgot Password and follow the instructions.)

   If you do not have a Google account set up for this email, a red message will appear telling you so. There will be a blue link inviting you to **Create an account**. Click it. That's what you want to do.

3. A screen will appear with your email address prepopulated in the correct field. Fill out the rest of the information field. The phone number is optional. Then, click **Next step**.

4. If you entered your phone number on the previous screen, you will be asked to verify your number. You can choose to get a code either by voicemail or by text message. Just select one and enter your phone number. Click **Continue**.

You will get a call or a text with your numerical code. Enter numerical your code and click **Continue.**

5. Next you will see a message informing you an email message will be sent to the email address you are using for this account.

Check your email for an email from Google Email Verification. Open the email and click on the link in the email to verify your account.

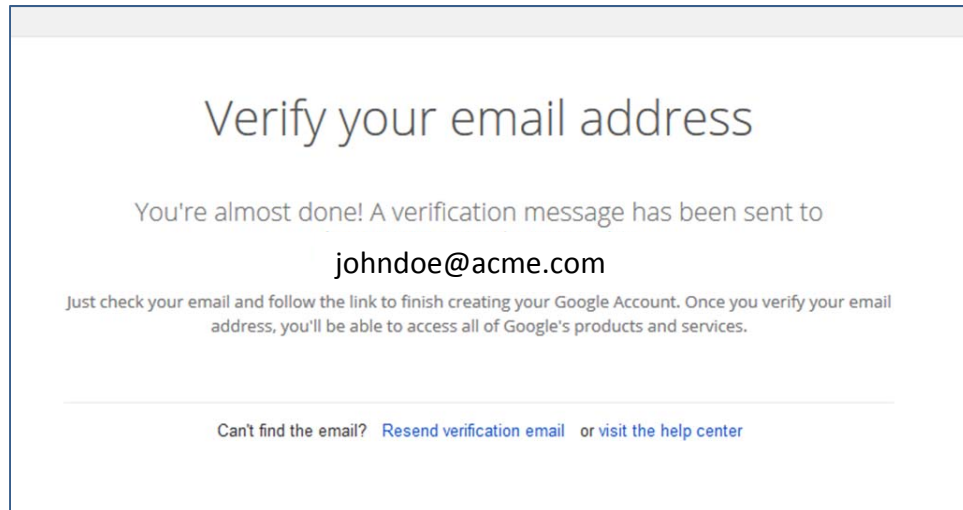6. Congratulations! You now have a Google account associated with your email address. The email verification link will direct you to welcome screen. If you click Continue you will go to an account screen, but that is not necessary. You can now go back to the Coordinator Toolbox sign on screen at www.cleancities.energy.gov/toolbox.

7. From the Coordinator Toolbox Login screen choose **Sign in with Google**. You should be directed to a screen showing your new account. Click on your account.
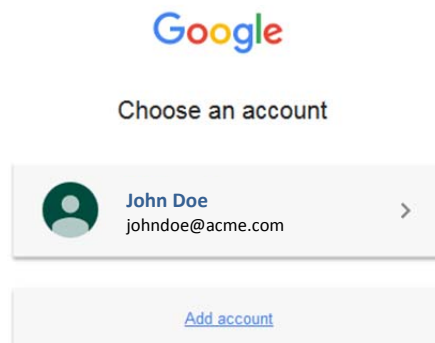
8. Last step. You are asked to allow Clean Cities Toolbox to know your email address. Click **Allow**. You will only have to do this once. Next time you won't be asked.
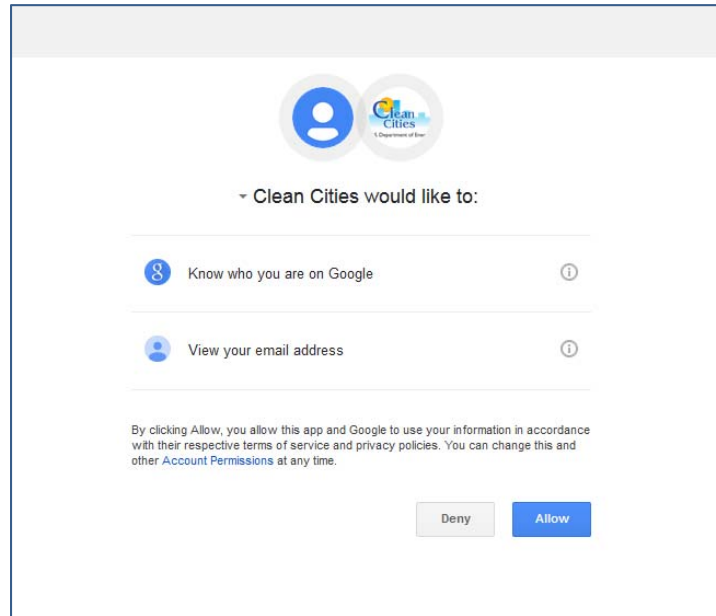
9. Voila! You are now in the Toolbox. The next time you login it will be so much easier. All you will need to do is choose **Sign in with Google**, select your account and you'll go directly to the Coordinator Toolbox.